

**CITY OF HOUSTON  
LEGAL DEPARTMENT  
ADMINISTRATIVE POLICY/PROCEDURE**

**Work Schedule Alternatives: Compressed Workweek Schedules**

**PURPOSE**

The purpose of this policy is to establish alternate work schedules in the Legal Department to improve employee morale; maximize work time on the job; increase productivity; improve customer service; extend office hours; and tailor office schedules to meet individual needs in our personal lives.

**GENERAL**

The compressed workweek policy applies to full-time employees only. Employees' eligibility for a compressed workweek schedule is limited as set forth in Schedule A attached hereto and also must be approved by the employee's division chief or other applicable supervising authority, who retains full discretion to approve or disapprove eligibility for and the terms of the compressed workweek schedule.

In summary, an employee is eligible (eligible employee) for a compressed workweek schedule only if he or she meets the following criteria:

- 1) the employee is a full-time employee;
- 2) the employee works in a position for which the compressed workweek schedule is available, as shown on Schedule A attached hereto;
- 3) if newly hired, the employee has completed a 90-day employment period; and
- 4) the employee's division chief or other applicable supervising authority has approved.

Eligible employees may opt into the compressed workweek schedule for the first time during the ten business days following the City Attorney's signature of this policy. Thereafter, the provisions in the following paragraph shall apply.

A newly hired employee who is otherwise eligible for compressed workweek consideration may request to be placed on a compressed workweek schedule as of the first full pay period following the successful completion of a 90-day employment period. For all other eligible employees, the opportunity to opt into a compressed workweek schedule will be available only two times a year,

during the first full pay period starting after January 1 and July 1 of each calendar year. An employee may opt out of a compressed workweek schedule and return to a five 8-hour day schedule at any time with the approval of that employee's division chief or other applicable supervising authority. All changes require a minimum of two weeks notice to Payroll/Personnel in order to make necessary adjustments prior to implementing the schedule.

All compressed workweek schedules are subject to change at any time at the request of the employee's division chief or other applicable supervising authority, based upon division or department requirements.

Employees who are on compressed workweek schedules are encouraged, to the extent reasonably possible, to utilize their weekdays off to attend to personal errands, including visits to their health care providers. Based on specific work issues, an exempt employee's division chief or supervisor may require that an employee be available by phone or pager on a given compressed workweek day off or may require the employee to work all or part of that day.

The entire compressed workweek policy will be reviewed on a semi-annual basis.

## **POLICY**

The Legal Department will offer the following work schedules to produce the full 80 hours per bi-weekly pay period:

- 1) Five 8-hour days/40 hours per week (5/8). This schedule is available to all full-time employees.
- 2) Eight 9-hour days, one 8-hour day/80 hours per pay period/one weekday off every other week (9/80). This schedule is available only to eligible exempt employees.

The 8-hour day is the day in one week corresponding to the weekday off the next week, e.g., if a Friday is taken off, then the other Friday is the 8-hour day.

- 3) Five 8-hour days in one week of the pay period/four 10-hour days in the other week/one weekday off during the week containing the four 10-hour days (5/4). This schedule is available only to eligible non-exempt employees.

Exempt employees working on a Scheduled Day Off - If it is necessary for an exempt employee to work four hours or more on a day off, such employee may take an alternate day or portion of a day off during the same pay period, with the approval of his or her supervisor. If it is necessary for an exempt employee to work less than four hours on a day off, the employee is not entitled to take off the hours worked on another day.

## **OTHER LEAVE**

Holidays - In those weeks containing City holidays, if the holiday falls on an employee's day off, another day off may be taken that week. An employee requesting an alternate day off must submit a form 206 for prior approval by the division chief. It should be noted on the form that the request is for an alternate compressed workweek day off.

Vacation/Sick Leave - Accrued and taken leave will be accounted for in hours, not days, and administered as prescribed by Civil Service rules, regardless of work schedules.

Death in Family - Unless otherwise authorized by the division chief, a maximum of three consecutive days are allowed, which is 26-27 hours for those on the 9/80 schedule, 24-30 hours for those on the 5/4 schedule, and 24 hours for those on the 5/8 schedule.

Jury Duty – (Not a compressed workweek issue). If jury duty falls on the employee's scheduled day off, no additional day off will be given.

Floating Holiday - Taken and reported coincidentally with work schedule; that is, if a floating holiday is taken when one normally works a 10-hour day, then 10 hours are accrued, taken and reported.

Personal Days - Accrued and taken personal leave will be accounted for in hours, not days.

## **RESPONSIBILITY**

Compressed workweek schedules are determined for employees on the division level, so as to provide staffing for all functions performed by the division. The division chief is responsible for ensuring that the schedules are established in such a way as to fulfill all the purposes of this policy.

Employees are responsible for choosing a workweek that will fulfill the objectives of this policy, and that is coordinated with the schedules of the employees of the division.

If an employee's job duties are not compatible with a compressed workweek schedule in the opinion of the employee's supervisor, the supervisor may decline to approve a compressed workweek schedule for that employee, upon consultation with the City Attorney.

## **PROCEDURE**

- 1) Establishing the schedule.

Twice a year, within two weeks following the semi-annual opt-in periods (the first full pay periods starting after January 1 and July 1), the division chief or other applicable supervising authority shall submit all work schedules to the City Attorney, specifically noting all new

compressed workweek schedules. The work schedules shall be reviewed by the City Attorney to ascertain that the work schedules will provide adequate staffing for the Legal Department for Monday-Friday/8am-5pm. Those divisions requiring expanded coverage will be notified to make adjustments.

- 2) Administering compressed workweek schedules.

The payroll/Personnel Group is responsible for entry and maintenance of work schedules for all employees of the Legal Department. Each division is responsible for reporting time for its employees each week, as is currently the case. All time reports are due into the Payroll/Personnel Group by 10 a.m. daily.

- 3) Except for new eligible employees who have served their required 90-day minimum period, a compressed work week schedule may be adopted only twice a year, on the first full pay periods starting after January 1 and July 1. All employees are to observe the 2-week prior notice requirement to Payroll/Personnel. Schedule changes made necessary at other times will be reported by the division chief or other applicable supervising authority to the Payroll/Personnel Group.

**COMPRESSED WORKWEEK SCHEDULE  
EXEMPT EMPLOYEE  
ACKNOWLEDGMENT**

I, \_\_\_\_\_, an exempt employee of the City of Houston Legal Department, have requested that I be authorized to work a compressed workweek schedule. I have requested a A9/80" workweek schedule, with every other \_\_\_\_\_ as my day off. I also have asked to work from \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m. on my 9-hour days and \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m. on my 8-hour day.

In connection with the compressed workweek schedule, I acknowledge the following:

- 1) Vacation and sick time will be deducted on an hourly basis, so that one day absent will consume 8 or 9 hours of sick or vacation time, depending on the work day on which I am absent.
- 2) I am required to produce the same amount of work for the week on average as under the standard City 8-hour day, 5 days a week program.
- 3) If it is necessary for me to work on a day off, I am required to do so. If I must work four hours or more on my day off, my supervisor or division chief may approve an alternate day or portion of a day off if it is possible to do so during the same pay period. It is my responsibility to be sure that a fellow employee is fully briefed on my assignments and is able to cover for me when I am off. Based on specific work issues, I may be contacted by telephone or pager by my division chief or supervisor to answer questions about my work assignments on my day off.
- 4) With as many people and combinations of schedules that are possible under the compressed workweek schedule, hours of arrival and departure cannot be flexible. I have chosen the time I want to arrive and agree to be at work at that time every day, working productively at least through the time appointed for my departure. Failure to comply with my time schedule may result in my being removed from the compressed workweek schedule benefit program and/or other appropriate disciplinary action.
- 5) I have received and understand the City of Houston Legal Department Administrative Policy/Procedure on Compressed Work Week Schedules and agree to abide by its provisions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chief Signature

\_\_\_\_\_  
Date

**COMPRESSED WORKWEEK SCHEDULE  
NON-EXEMPT EMPLOYEE  
ACKNOWLEDGMENT**

I, \_\_\_\_\_, a non-exempt employee of the City of Houston Legal Department, have requested that I be authorized to work a compressed workweek schedule. I have requested a A5/4" workweek schedule, with every other \_\_\_\_\_ as my day off. I also have asked to work from \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m. during the workweek in which I work four 10-hour days and from \_\_\_\_\_ a.m. until \_\_\_\_\_ p.m. during the workweek in which I work five 8-hour days.

In connection with the compressed workweek schedule, I acknowledge the following:

- 1) Vacation and sick time will be deducted on an hourly basis, so that one day absent will consume 8 or 10 hours of sick or vacation time, depending on the work day on which I am absent.
- 2) I am required to produce the same amount of work on average as under the standard City 8-hour day, 5 days a week program.
- 3) With as many people and combinations of schedules that are possible under the compressed workweek schedule, hours of arrival and departure cannot be flexible. I have chosen the time I want to arrive and agree to be at work at that time every day, working productively at least through the time appointed for my departure. Failure to comply with my time schedule may result in my being removed from the compressed workweek schedule benefit program and/or my time absent being docked, or other appropriate disciplinary action.
- 4) I have received and understand the City of Houston Legal Department Administrative Policy/Procedure on Compressed Workweek Schedules and agree to abide by its provisions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chief Signature

\_\_\_\_\_  
Date

## SCHEDULE A

### CITY OF HOUSTON LEGAL DEPARTMENT COMPRESSED WORK WEEK COMMITTEE LISTING OF JOB TITLES

(E = Exempt; NE = Non-Exempt)

<b>Position</b>	<b>Grade</b>	<b>E/NE</b>	<b>Eligibility Decision</b>
City Attorney	39	E	Mayor=s Discretion
Senior First Asst. City Attorney	38	E	Yes
Sr. Asst. City Attorney Division Chief	35	E	Yes
Sr. Asst. City Attorney IV	35	E	Yes
Sr. Asst. City Attorney III	34	E	Yes
Sr. Asst. City Attorney II	32	E	Yes
Sr. Asst. City Attorney I	30	E	Yes
Asst. City Attorney III	27	E	Yes
Asst. City Attorney II	24	E	Yes
Asst. City Attorney I	21	E	Yes
Sr. Legal Assistant	18	NE	Yes
Legal Assistant III	15	NE	Yes
Legal Assistant II	13	NE	Yes
Legal Assistant I	12	NE	Yes
Deputy Director F & A (Exec. Level)	36	E	Mayor=s Discretion
Administrative Coordinator	24	E	Yes
Admin. Coordinator (Exec. Level)	24	E	Yes
LAN Specialist	26	E	Yes

<b>Position</b>	<b>Grade</b>	<b>E/NE</b>	<b>Eligibility Decision</b>
Admin. Supervisor (Exec. Level)	22	E	Yes
Admin. Specialist (Exec. Level)	20	E	Yes
Admin. Specialist	20	E	Yes
Admin. Supervisor	22	E	Yes
Administration Manager	26	E	Yes
Division Manager	29	E	Yes
Admin. Assistant (Exec. Level)	17	NE	Yes
Administrative Assistant	17	NE	Yes
Administrative Associate	13	NE	Yes
System Support Analyst IV	25	E	Yes
Legal Investigator	18	NE	Yes
Executive Secretary	15	NE	Yes
Legal Secretary	13	NE	Yes
Sr. Legal Word Processor	13	NE	Yes
Legal Word Processor	11	NE	Yes
Legal Title Examiner	16	NE	Yes*
Senior Legal Abstractor	13	NE	Yes*
Claims Coordinator	17	NE	Yes
Senior Claims Coordinator	21	NE	Yes
Sr. Account Clerk	13	NE	Yes
Data Entry Operator	8	NE	Job duties/work location determine eligibility
Administrative Aide	10	NE	Yes
Receptionist	7	NE	No
Senior Clerk	8	NE	Job duties/work location determine



<b>Position</b>	<b>Grade</b>	<b>E/NE</b>	<b>Eligibility Decision</b>
			eligibility
Messenger	6	NE	No
Clerk	5	NE	Job duties/work location determine eligibility

\*The Compressed Workweek Schedule is not available to employees working at the Chicago Title facility.

\*\* Exempt status may change with revisions to the FLSA or other applicable law.

THE COMPRESSED WORKWEEK IS NOT AVAILABLE TO EMPLOYEES IN THE CRIMINAL LAW DIVISION.